

Paul Holahan Commissioner

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov

NUMBER 5.7

## FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Labor Rate is Fully Burdened

APPROVED:

Michael Quattrone, Fleet Manager

**PURPOSE:** Document that the labor rate is fully burdened.

**PROCEDURE:** Use the Shop Rate Calculation Guide, Equipment Services Division dated

September 3, 2009, copy attached, to document the in-house

methodology of computing various rates and fees charged by the Division of Equipment for services and materials provided to the city and others for internal and contracted equipment repair, fuel, parts, pool cars,

warranty service and specification writing.

PREPARED BY: Marlene S. Davidson, Sr. Administrative Analyst OC

**DATE:** November 5, 2009

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